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DD/S 71-2197

1 JUN 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Special Equipment and Training Aids for the Senior Seminar Area

REFERENCES : a. Memo dtd 16 Nov. 70, to Executive Director-Comptroller from DTR, subj: Proposal for a Senior Seminar

b. Memo dtd 17 Dec. 70, FR from ADDS, subj: New Senior Seminar

c. Memo dtd 3 May 71, to Acting D/L from ADDS, subj: Purchase of Nonstandard Furnishings

1. This memorandum contains a recommendation for your approval in paragraph six.

2. The Executive Director-Comptroller approved the recommendation in Reference a. that a Senior Seminar be conducted for twenty senior Agency officers for a period of three months. In giving this approval, he directed that a rigorous evaluation be made upon the Seminar's completion in order to determine whether it should become a permanent part of our training program. As stated in Reference b., Colonel White also drew attention to the importance of putting together a "first-class program" for the Seminar's initial running.

3. Planning and development of the Seminar are moving steadily ahead and we have scheduled it to commence on 19 September 1971. The outlook is promising and I am confident that it will meet the test of a hard evaluation. In running the Seminar, we plan to utilize [REDACTED] for an opening period in full-time residence after which we would continue in our new quarters in the [REDACTED]. Planning for the Seminar space and its furnishings in [REDACTED] is being handled as part of the move into the building.

4. Reference c. reaffirms the requirement to avoid procurement of nonstandard furnishings for items available through GSA. The bulk of the furnishings for the Senior Seminar quarters are

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being ordered from the Federal Supply Schedule. There is, however, a limited number of special equipment and training aids for which the nearest comparable items available from the Federal Schedule are poor substitutes. Some of these were identified by [REDACTED] as part of his advice on the equipping, furnishing and decorating of the Seminar quarters. One such item is a large conference table, for which the USA substitute would be three rectangular tables placed end-to-end. Each such special item, including quantity and costs, and the substitute item or items from the Federal Schedule, including costs, are identified in columns I and II, respectively, of Attachment A.

5. I am of the view that, in order to provide the physical environment necessary to conduct a "first-class program", the Agency should procure these selected special items. They would give the Seminar an environment comparable to the Foreign Service Institute Senior Seminar and the Federal Executive Institute, but would certainly not put the Senior Seminar quarters on a par with the war colleges.

6. Accordingly, I recommend that you approve procurement of special equipment and training aids from commercial sources identified as items A through D in column I of Attachment A.

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*for* HUGH T. CUNNINGHAM  
Director of Training

Att.

The recommendation contained in paragraph six is approved:

16 JUN 67

7e/ Robert S. Wattles

John W. Coffey

Deputy Director  
for Support

Date

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ATTACHMENT A

Location	I		II	
	Recommended by	25X1A	From Federal Schedule as available	
A. Main Conf. Room	1	Conf. Table, 26'3" Knoll #3581 (boat-shaped) \$1,000	3	Conf. Tables 8'x4' (Rectangular) \$ 749
B. Seminar Room	1	Conf. Table 9'9" Knoll #3581 (boat-shaped) 300 (est)	1	Conf. Table 8'4' (Rectangular) 238
C. Student Study	10	Double, facing study carrels, Harvey Probber #6202B 2,400 (est)		(not available on FS) 2,400
D. Student Lounge	1	Kitchenette (incl. installation and sliding door) 1,950	1	(not available on FS) 1,950
Total		\$ 5,650		\$ 5,337